0 2 JAN 1980

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MEMORANDUM FOR: ODP Board of Directors
                  Responsible MBO Officers

FROM: ████████████████████
                  Chief, Management Staff

SUBJECT: ODP Office-Level MBO Review

1. The schedule for reviewing the ODP Office-Level
Management by Objectives (MBO) by the Director of Data
Processing is found at the end of this paragraph. The
period to be covered during the review is December 1979
through February 1980.

Date	Component	Time	Room
18 March	Administrative Staff	1330-1550	2D03
19 March	Management Staff	1330-1530	2D03
20 March	Processing	1330-1530	2D03
21 March	Joint Applications/ Processing	1300-1345	2D03
21 March	Applications	1350-1530	2D03

2. A list is attached of the MBO's to be reviewed
during March 1980 along with the name of the officer   STATINTL
responsible for each of the MBO's. Changes from the
review held during December include:

   o The responsible officer for Update of ODP T/O,
      AD-1, was changed from ████████████████

   o The title of AD-2 was changed from Restructure   STATINTL
      Admin Support Function to Training.

   o The objective to Publish ODP Personnel Handbook
      was achieved, so, MBO AD-4 is completed and will
      not be reviewed any longer.

   o The responsible officer for ODP Records Schedule,
      AD-5, was changed from ████████████████

   o CAMS has been added as office-level objective
      number AP-4. This is in addition to CAMS being a
      DDA-level objective. (Note: CAMS and GIMINI are
      both DDA- and office-level objectives.)

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   o █████████ was added as the Processing Responsible
      Officer for the Joint Applications/Processing
      Objective Computer Graphics, J-2.   STATINTL

   o The Secure Control Point, P-2, was replaced by two
      MBO's; they are Manual Document Logging System, P-5,
      and Personnel Access Control System, P-6. █████is
      the responsible officer for both MBO's.

STATINTL   o The responsible officer for Implementation of the   STATINTL
      Computer Plan, P-4, was changed from ████████
   ████████

   o Minor changes were made in the name of some of
      the MBO's.

Members of the ODP Board of Directors are invited to
attend the review sessions.

    3. A few notes are also attached on the preparation
of the Narrative Status Report and the Objective and Action
Plan. Please note that the two documents should be submitted
to me by 7 March 1980.

    4. Should you have any questions, please contact me
on extension 4011.

                         █████████████   STATINTL

Atts: a/s

NOTES ON ODP OFFICE LEVEL MANAGEMENT BY OBJECTIVES PROGRAM

1. The Director of Data Processing meets during the last month of each quarter with the ODP officers responsible for each of the ODP office-level Management by Objectives (MBOs) to review the progress made on each MBO during the previous three months.

2. Two items are needed by D/ODP for the review and they should be given to Chief, Management Staff before the fifth working day of the last month of each quarter. The two items are (and each one will be discussed in a subsequent paragraph):

> Narrative Status Report
> Objective and Action Plan

The comments in the following paragraphs are intended to develop a uniform style in the material to be reviewed by D/ODP and others attending the review so that the attendees do not have to reorientate themselves when progressing from one MBO to the next.

3. Narrative Status Report: The Narrative Status Report has five sections, they are:

> 1. Activity this Period
> 2. Problems and Shortfalls
> 3. Status
> 4. Plans for Next Period
> 5. Long Term Outlook

At the top of the first page, centered and after the NARRATIVE STATUS REPORT line, should be the name of the MBO and on the next line should be the reporting period, e.g.,

NARRATIVE STATUS REPORT

CAMS MBO

December 1979 - February 1980

The report should be placed on paper long-ways (side-ways), should not be longer than two or three pages, and should provide positive answers to the following questions.

- o   Does the report pertain to the objectives and the milestones?

- o   Are all slippages (changes in scheduled completion month) explained?

- o   Are all differences between the current and previous Objectives and Action Plan explained?

- o   Have any comments in the report that do not pertain to the objectives or milestones been removed?

4.   <u>Objective and Action Plan</u>: The Objective and Action Plan should pertain to the current FY, FY 1980, and, if necessary, the following FY, FY 1981. It is assumed that the month column headings are for the current FY. If there are milestones for the next FY, they should be preceeded by the FY, FY 1981, then the month column headings will apply to that FY.

The questions listed below should all be answered in the affirmative.

- o   Do the objectives describe one or more goals?

- o   Do the milestones lead to the achievement of the goals?

- o   Are there enough milestones to track progress? (One milestone every month or two).

- o   If there are too many milestones, has some of the detail been eliminated?

- o   Are the scheduled completion months denoted by an 'O'?

- o   When the schedule month is changed, is another 'O' inserted in the new completion month and dashes '-' used to connect the two 'O''s?

- o   Are the completion months either the current month or a later month in time?
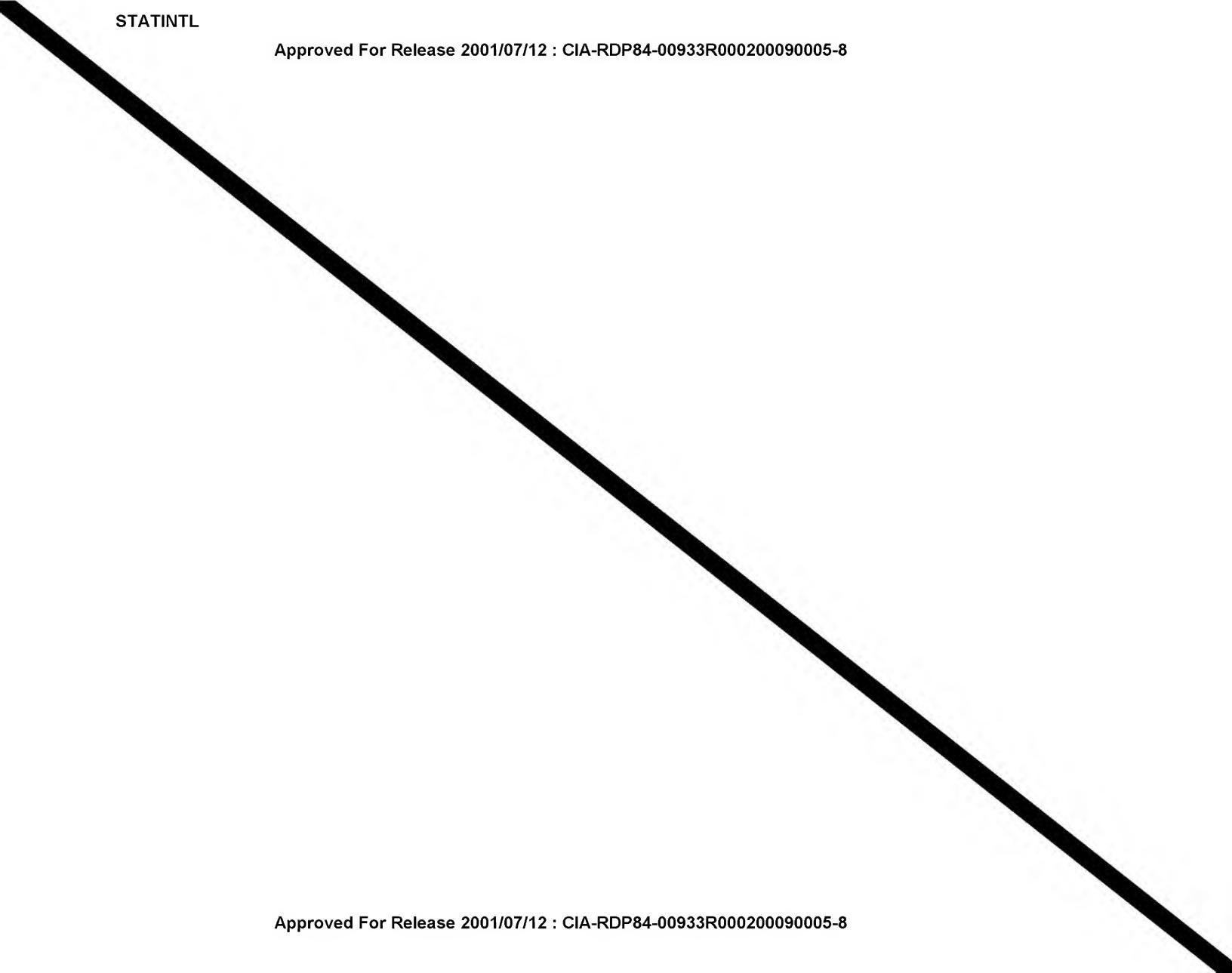
o Is the actual completion month denoted by an
   'X' or by an '☒'?

o Is there a solid line from border to border
   to separate each milestone?

o In the box in the upper right hand corner,
   has the appropriate period entry been modified
   and has the status symbol been entered?

5. A sample of the two documents is attached.

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Atts: a/s

4. Plans for the Next Period

The high priority software problem reports will be cleared. These reports are ones which are defined in the requirement matrix. The low priority reports are those which are designated as system improvements and new capabilities.

The scrolling will be completed. Dry run of the remaining procedures will be completed. Formal Acceptance Test of the system will be completed.

5. Long-Term Outlook

The system will undergo formal acceptance testing during the first half of December. The customer should be able to use the system in a productive mode before the end of December 1979.

Approved For Release 2001/07/12 : CIA-RDP84-00933R000200090005-8

INDEX TO TABS

Number	Component	Objective Title	Responsible Officer	Narrative Summary	Mile-Stones	Tab
AD-1	Admin	Update of ODP T/O				A
AD-2	Admin	Training				B
AD-3	Admin	Account for Property and Records				C
AD-5	Admin	ODP Records Schedule				D
AP-1	Applications	Training Plan for Soft copy Terminal				E
AP-2	Applications	Software Design Standards				F
AP-3	Applications	Security Consideration for Application Standards				G
AP-4	Applications	CAMS				H
J-1	Joint App/Proc	Word Processing				I
J-2	Joint App/Proc	Computer Graphics				J
P-1	Processing	GIMINI Project				K
P-3	Processing	Introduction of Soft-copy Terminal				L
P-4	Processing	Implementation of Computer Plan				M
P-5	Processing	Manual Document Logging System				N
P-6	Processing	Personnel Access Control System				O
M-1	Management	ODP Pricing Structure				P
M-2	Management	ODP Disaster Plan				Q
M-3	Management	UFTS-Uncommitted Fund Tracking System				R
M-4	Management	Terminal Installation Policy				S

NOTE: An X in the Narrative Summary column or the Milestones column indicates that the document for the review period was received by Chief, Management Staff.

Review of Component MBO's will be in the order listed on this Index to Tabs for that Component.

1 5 NOV 1979

MEMORANDUM FOR: ODP Board of Directors and
                 Responsible MBO Officers

                                                  STATINTL

FROM   : ████████████████

                   Chief, Management Staff, ODP

SUBJECT   : ODP Office Level Objectives (MBO's)
                   Quarterly Report

1.   The schedule for briefing the Director of Data
Processing on office-level objectives is:

Date	Office	Time	Room
4 December	Processing	1300-1400	5D03
6 December	Management Staff	1500-1630	2E62
10 December	Administrative Staff	1500-1600	2D03
13 December	Applications Plus Joint Applications/ Processing	1300-1500	2D03

Members of the Board of Directors are invited to
attend the briefings.

2.   To allow adequate time for the Director's re-
view of the MBO's prior to the briefings, the Narrative
Summary and Milestone Chart of each MBO is to be reported
as of 30 November and is due in Management Staff by   STATINTL
2 December.

3.   If you have any questions, contact ████████████

on extension 5937.

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